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September 26, 1983
NUMBER 7730.58

Department of Defense Instruction ASD(C)

SUBJECT : Reports on Personnel Distributions by Country or Other
Specific -Location

- References:
- (a) DoD Instruction 7730.58, "Report on Personnel Distributions by Country or Other Specific Locations, " **August 16**, 1979 (hereby canceled)
 - (b) Defense Intelligence Agency (DIA) Publication, DIAM 65-18, "Geopolitical Data Elements and Related Features, " November 18, 1977
 - (c) DoD 7045.7-H, "DoD FYDP Codes and Definitions Handbook, " October 1978, authorized by DoD Instruction 7045.7, October 29, 1969
 - (d) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payrolls, " February 7, 1979
 - (e) DoD 5000.12-M, "DoD Manual :for Standard Data Elements. " December 1982, authorized by DoD Instruction 5000.12, April 27, 1965

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a).
2. Requires quarterly reports of statistical information on DoD active duty military personnel and civilian employees by country or other specific location.
3. Establishes the formal requirement to submit quarterly data on U.S. military personnel strength in European North Atlantic Treaty Organization (NATO) countries.

B. APPLICABILITY AND SCOPE

1. This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the **Joint** Chiefs of Staff (OJCS), the Unified and Specified Commands, and the Defense Agencies other than the National Security Agency/Central Security Service (hereafter referred to collectively as "DoD Components"). The term "Military Service, " as used herein, refers **to the** Army, Navy, Air Force, and **Marine** COWS-
2. Its provisions encompass the reporting of all active duty military personnel and of civilian employees involved in military **functions, including**

¹May be obtained from the Defense Intelligence Agency, **ATTN:** Code **RTS-5**, .
Washington, D. C. 20301.

National Guard civilian technicians. Civilian personnel involved in civil - functions, such as **cemeterial** workers and civil works employees of the Army Corps of Engineers, are excluded.

3. Separate reports are required for Marine Corps personnel.

c. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

D. RESPONSIBILITIES

1. The Director, Washington Headquarters Services (WHS), shall:

a. Administer the overall information requirements prescribed in section E., below, providing policy and technical guidance **to** all DoD Components.

b. Consolidate the provided information into quarterly reports on the distribution of DoD **military** and civilian personnel. These reports represent the official statistics for the Department of Defense.

2. The Head of Each DoD Component (or its assigned reporting authority) shall:

a. Develop an organizational capability to report accurately actual information.

b. Ensure that information requirements prescribed in section E., below, are met in **an** accurate and timely manner.

E. INFORMATION REQUIREMENTS

1. Each DoD Component (or its assigned reporting authority) shall submit quarterly reports, as of March 31, June 30, September 30, and December 31 of each year, on the numbers of military and civilian personnel in **the** continental United States (CONUS), Alaska, Hawaii, U.S. territories and possessions, foreign countries, and special locations and regions (afloat) as defined in enclosure 2.

2. Military **personnel** shall be reported by the Military Departments, with the Department of **the** Navy submitting separate reports for Navy and Marine Corps personnel. Civilian employees shall be reported by each DoD Component or its assigned reporting authority. The Directorate for Personnel and Security, WHS, shall submit a combined report on civilians employed by the OSD, the OJCS, and other related DoD activities for which it has reporting responsibility.

3. DoD Components shall submit reports no later than 45 days after the dates cited in subsection E.I., above, to:

Directorate for Information Operations and Reports
Washington Headquarters Services
Room 1C535, The Pentagon
Washington, D.C. 20301

4. Reporting requirements prescribed herein are assigned Reports Control Symbol DD-COMP(Q)879.

5. Total military personnel strength by Military Service and by country, which does not reveal-distribution of strength by grade, occupational specialty, unit, organization, or specific location within a country, is unclassified information. Information received and reported under this Instruction shall be unclassified unless specific notification to the contrary has been received and approved.

F. PROCEDURES

1. DoD Components shall submit automated data in the form of electronic accounting machine (EAM) cards (punched cards) for this report along with a hard-copy report (printout) of the data. If facilities for producing EAM cards are unavailable, DoD Components may provide data coded on 80-column, punched-card transcript sheets if requested and approved in advance.

2. The hard-copy report format, EAM card (punched card) transcript format, data preparation instructions, and input quality control edit specifications are contained in enclosures 3, 4, 5, and 6, respectively.

3. DoD Components shall prepare one data record for total numbers of military and civilian personnel located in CONUS, Alaska, Hawaii, each U.S. territory and possession, each foreign country, and special locations and regions (afloat) as defined in enclosure 2.

a. The two-letter country codes listed in enclosure 4 to DIAM 65-18 (reference (b)), as supplemented with the special location and regional water area codes listed in enclosure 2, shall be used to identify and code each location used in this report.

b. DoD Components shall report the location for personnel in the United States by CONUS, Alaska, and Hawaii. DoD Components will not provide a data record for the entire United States.

c. DoD Components shall report personnel in Germany, using the following separate and distinct locations: (1) Federal Republic of Germany, - including West Berlin; and (2) German Democratic Republic, including East Berlin.

d. Data to reflect personnel strength in Okinawa shall be included in the data record for Japan submitted by the Military Departments.

e. For personnel in, European NATO countries", the Military Departments **shall** submit **a** supplemental **record to** reflect U.S. **military** personnel **permanently** stationed ashore and those assigned to rotational units as described in paragraphs F .4. b. and c. , below.

4. The Military Departments **shall report military personnel** at their **current** operating location unless modified hereafter. The following special categories of active duty military personnel shall be reported at the locations indicated below:

a. Members on temporary duty (either **TDY** or TAD) for less than 30 days at their recorded duty station.

b. **Members** assigned to rotational units if the units are on temporary duty (either **TDY or** TAD) **for a period of 30 days or more at their current** operating location.

c. Members on temporary duty (either TDY **or** TAD) for a period of 30 days or more at their 'current operating location, **unless** compliance **would require extensive changes to existing reporting systems and an** exception has been requested and approved in advance. (When an exception is approved, the next major change to the reporting system of the DoD Component concerned **shall** provide for reporting temporary duty in accordance with this paragraph.)

d. Members who are absent without official leave (**AWOL**) at their recorded duty station.

e. Patients at their recorded duty station.

f. Military prisoners at their recorded **duty station**.

g. Military transients in one data record. Transients **shall** include all active duty military personnel in travel, proceed, **leave** en route, or temporary duty en route status while on permanent change of station (PCS) orders to execute an accession, a separation, a training, an operational, or a **rotational** move.

(1) This paragraph **includes** personnel in **PCS status** between duty stations, awaiting transportation or en route change of orders, in leave status while **on** PCS orders that involve a "no cost" move, en route from an overseas or CONUS duty station for separation or en route from training to a permanent duty assignment.

(2) A more detailed breakdown **of** personnel to be included or excluded appears in Program Element 887320 of DoD 7045.7-H (reference (c)).

5. **The** Military Departments shall report Navy and Marine Corps **military** personnel afloat by country, if in port, or by afloat region as provided in enclosure 2.

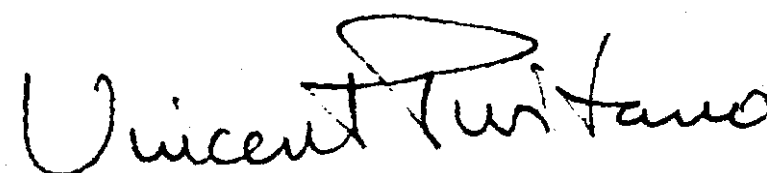
6. The **Military Departments shall** report **Navy and Marine Corps military personnel** assigned to afloat and mobile units, such as aircraft squadrons, construction battalions, and fleet and air command staffs, either as ashore or temporarily shore-based at their current operating location if they are temporarily based ashore and their stay **will be 30** days or more.

7. A limited number of **personnel** (less than 0.01 percent of total personnel) who are located in foreign countries (excluding U.S. territories and possessions) may be reported as undistributed if absolutely necessary to compensate for problems associated with generating reports from automated systems.

8. For civilian personnel, DoD Components shall report Office of Management and Budget ceiling personnel for direct hire U.S. citizens and foreign nationals, included on line 29 of Standard Form (SF) 113-A, Monthly Report of Federal Civilian Employment, in accordance with DoD Instruction 7730.18 (reference (d)). Indirect hire foreign nationals shall be reported as indicated in the supplement to SF 113-A.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Existing implementing documents are sufficient; no further implementing documents are required.



Vincent Puritano
Assistant Secretary of Defense
(Comptroller)

Enclosures - 7

1. Definitions
2. Coding of Special Locations and
Regional Water Areas
3. Hard-Copy Report Format
4. EAM Card (Punched Card) Transcript
Format
5. Data Preparation Instructions
6. Input Quality Control Edit
Specifications
7. DoD Component and Combined Component
Codes

DEFINITIONS

1. Data Record. One data record contains information on the total number of military and civilian personnel at one operating location (either a country, a water area, or a special location).
2. Military Afloat. Navy and Marine Corps military personnel aboard ship. The term also includes Navy and Marine Corps military personnel who are assigned to afloat and mobile units, such as aircraft squadrons, construction battalions, and fleet and air command staffs, and who are aboard ship.
3. Military Temporarily Shore-Based. Navy and Marine Corps military personnel assigned to afloat and mobile units, such as aircraft squadrons, construction battalions, and fleet and air command staffs, and who are temporarily based ashore for a period that will be 30 days or more.
4. Operating Location. The geographic location where DoD military and civilian personnel are physically located for the performance of duties.
5. Recorded Duty Station. Actual physical location where active duty military personnel perform duty on a permanent basis.

CODING OF SPECIAL LOCATIONS AND REGIONAL WATER AREAS

A. The following system-oriented supplemental data codes shall be used to code special locations required by this Instruction:

Code	<u>Location</u>
02	Alaska
15	Hawaii
97	CONUS
98	Transients
99	Undistributed (Foreign Countries)

B. The following regions shall be used when reporting military afloat by regions:

Code	<u>Region</u> ¹
90	U.S. Territory and Special Locations
91	Western and Southern Europe
92	East Asia and Pacific
93	Africa, Near East, and South Asia
94	Western Hemisphere
95	Antarctic Region
96	Eastern Europe

¹Regions used for reporting military afloat are defined by the countries reported therein. A listing of countries by regional area will be provided to the Department of the Navy and, upon request, to others.

HARD-COPY REPORT FORMAT

DoD Component: _____

Personnel Distributions by Country and Other Specific Locations
RCS : DD-COMP(Q)879

Report Identifi- cation	Report Date	DoD Com- ponent	<u>Operating Location</u>		<u>Active Duty Military Personnel</u>			<u>Civilians</u>		
			Code	Name	Ashore	Afloat	Tempo- rarily Ashore	<u>Direct Hire</u>		<u>Indirect Hire</u>
								U.S. Citizens	Foreign Nationals	Foreign Nationals

EAM CARD (PUNCHED CARD) TRANSCRIPT FORMAT

<u>DATA ELEMENT</u>	<u>TYPE¹ DATA</u>	<u>NO. CHARS.</u>	<u>CARD COLS .</u>
Report Identification	AN	2	1-2
Report Date - Year	N	2	3-4
- Month	N	2	5-6
- Day	N	2	7-8
DoD Component and Combined Components	AN	1	9
Operating Location - Country, Water Area, or Special Location	AN	2	10-11
Blank		8	12-19
Active Duty Military Personnel Military Ashore	N	6	20-25
Military Afloat (for Navy and Marine Corps only)	N	6	26-31
Military Temporarily Shore-Based (for Navy and Marine Corps only)	N	6	32-37
Direct Hire Civilian U.S. Citizens	N	6	38-43
Direct Hire Civilian Foreign Nationals	N	6	44-49
Indirect Hire Civilian Foreign Nationals	N	6	50-55
Blank		25	56-80

¹ A= Alphabetic; N = Numeric; AN = Alphanumeric

DATA PREPARATION INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>EAM COLS.</u>	<u>INSTRUCTIONS</u> (see notes, page 5-2)
Report Identification	1-2	Enter "M1" (constant).
Report Date		In accordance with DoD 5000.12-M, reference (e) (reference number in parenthesis).
Year	3-4	Enter the two terminal digits of the year (YE-NA).
Month	5-6	Enter 03, 06, 09, or 12 for the last month of the calendar quarter (MO-NA).
Day	7-8	Enter 30 or 31 for the last day of the calendar quarter (DA-NA) .
DoD Component and Combined Components	9	Select code from enclosure 7.
Operating Location-Country, Water Area, or Special Location	10-11	Select country codes from enclosure 4 to DIAM 65-18 (reference (b)). Select codes for special locations and water areas from those indica- ted in enclosure 2.
Blank	12-19	Leave blank.
Active Duty Military Personnel Military Ashore	20-25	Enter the total number of shore-based military personnel at the operating location. Use lead zeros as necessary.
Military Afloat	26-31	For Navy and Marine Corps only. Enter the number of active duty military personnel afloat at the operating location. Use lead zeros as necessary.
Military Temporarily Shore-Based	32-37	For Navy and Marine Corps only. Enter the number of active duty military personnel temporarily shore-based at the operating location. Use lead zeros as necessary.

<u>DATA ELEMENT</u>	<u>EAM COLS.</u>	<u>INSTRUCTIONS</u> (see notes below)
Direct Hire Civilian U.S. Citizens	38-43	Enter the total direct hire civilian U.S. citizens at the operating location. Use lead zeros as necessary.
Direct Hire Civilian Foreign Nationals	44-49	Enter the total direct hire civilian foreign nationals at the operating location. Use lead zeros as necessary.
Indirect Hire Civilian Foreign Nationals	50-55	Enter the total indirect hire civilian foreign nationals at the operating location. Use lead zeros as necessary.
Blank	56-80	Leave blank.

Note 1: Entries for the numbers of ☐ilitary and civilian **personnel** shall be *numeric* and right justified, and the **field** shall be filled, as necessary, with leading zeros..

Note 2: The data record for transients shall have entries in only those fields for Report Identification, Report Date, DoD Component and Combined Components, Operating Location, and Military Ashore. All other fields shall be **left** blank.

INPUT QUALITY CONTROL EDIT SPECIFICATIONS

<u>DATA ELEMENTS</u>	<u>EAM COLS .</u>	<u>VALID ENTRIES</u> (See notes, page 6-2)
Report Identification	1-2	Shall be M1.
Report Date - Year	3-4	Shall be terminal digits for current year.
- Month	5-6	Shall be 03, 06, 09, or 12.
- Day	7-8	Shall be 30 or 31 for last day of the calendar quarter.
DoD Component and Combined Components	9	Shall be from enclosure 7.
Operating Location - Country, 10-11 Water Area, Special Location		Shall be from enclosure 4 to DIAM 65-18 (reference (b)) or from enclosure 2.
Blank	12-19	Shall be blank.
Active Duty Military Personnel Military Ashore	20-25	Army, Navy, Air Force, and Marine Corps may have blank or entry-. (Also see notes 1 and 2, page 6-2.) Shall be blank for all other DoD Components.
Military Afloat	26-31	Navy and Marine Corps may have blank or entry. (Also see note 1, page 6-2.) Shall be blank for all other DoD Components.
Military Temporarily Shore-Based	32-37	Navy and Marine Corps may have blanker entry. (Also see note 1, page 6-2.) Shall be blank for all other DoD Components.
Direct Hire Civilian U.S. Citizens	38-43	May have blank or may have entry for all DoD Components except Marine Corps. (Also see note 1, page 6-2.)

<u>DATA ELEMENTS</u>	<u>EAM COLS.</u>	<u>VALID" ENTRIES</u> (see notes below)
Direct Hire Civilian Foreign Nationals	44-49	May have blank or may have entry for all DoD Components except Marine Corps. (Also see note 1, below.)
Indirect Hire Civilian Foreign Nationals	50-55	May have blank or may have entry from all DoD Components except Marine Corps. (Also see note 1, below.)
Blank	56-80	Shall be blank.

Note 1: Entries for numbers of military and civilian personnel **shall**
be numeric and right justified, and the field shall be **filled with**
leading zeros. The entry may not contain any imbedded **blanks**
or punctuation.

Note 2: For transients, the data record shall be blank except for Report
Identification, Report Date, DoD Component and Combined Components,
Operating Location, and Military Ashore fields.

DOD COMPONENT AND COMBINED COMPONENT CODES

A. In accordance with DoD 5000. 12-M (reference (e)) , reference number DE-NM, the following codes shall be used for reporting information for the listed DoD Components:

<u>Code</u>	<u>DoD Component</u>
A	Department of the Army
N	
F	Department of the Air Force
M	United States Marine Corps
Y	Defense Audiovisual Agency
K	Defense Communications Agency
R	Defense Contract Audit Agency
L	Defense Intelligence Agency
V	Defense Investigative Service
B	Defense Mapping Agency
H	Defense Nuclear Agency
S	Defense Logistics Agency
U	Inspector General, DoD
Z	Department of Defense Dependents Schools
W	Uniformed Services University of the Health Sciences

B. The following system-oriented special data code shall be used for reporting total data for the listed combination of DoD Components:

<u>Code</u>	<u>Combined DoD Components</u>
1	OSD, OJCS, and related DoD activities for which WHS has been assigned reporting responsibility.